

## How to Use the Maintenance, Repair & Operations (MRO) Products, Supplies and Equipment Statewide Contract (FAC76)

Contract #: FAC76	Contract Duration: 05/01/2012 to 04/30/16
MMARS #: FAC76*	Options to renew: none remaining, contract extended through final expiration date of 4/30/16
Contract Manager:	Maureen Barends - 617-720-3155 <a href="mailto:maureen.barends@state.ma.us">maureen.barends@state.ma.us</a>
This contract contains:	Small Business Purchasing Program (SBPP), Supplier Diversity Office SDO Contractors, and Environmentally Preferable Products (EPP)
Last change date: November 4, 2015	

### Contract Summary

This contract covers a wide range of products, supplies and equipment necessary to ensure proper function of mechanical, plumbing and electrical systems of a building or facility. The contract has been divided into the following categories:

Cat #	Category Name
1	Walk-In Building Materials and Supplies
2	Electrical and Lighting Products and Supplies
3	Industrial and Commercial Products and Supplies
4	Plumbing and Heating Products and Supplies
5	HVAC and Refrigeration Products and Supplies
6	LED Roadway and Outdoor Area Lighting
7	Specialty Products

**Category 7** includes the following product groups as subcategories:

- A. Compact Fluorescent and LED Lighting
- B. Dimensional Plastic Lumber, Landscape Timbers, Fencing, Railing, and Decking
- C. Sustainably Grown and Harvested Wood
- D. Sustainable Roofing Materials
- E. Reprocessed Paint
- F. Non-Chloride De-icing Chemicals
- G. Other Environmentally Preferable MRO Products

### Important

Many of the FAC76 Contractors are capable of supplying products **outside** of the scope of this contract. These products may be:

- Available on other statewide contracts (e.g. office supplies, medical equipment, janitorial cleaning chemicals, etc.),

- Prohibited by an executive order (e.g. incandescent light bulbs), or
- Must be purchased through a separate solicitation (e.g. stationary generators).

Eligible Entities must exercise sound judgment and adhere to the intent of this statewide contract. Appendix A of this document contains the full list of product groups excluded from this contract. Eligible Entities must also report instances where Contractors propose to sell such products by notifying the Issuer at [maureen.barends@state.ma.us](mailto:maureen.barends@state.ma.us) (please attach any emails or quotes from the Contractor).

## Benefits and Cost Savings

- Covers a broad array of products.
- Competitive pricing.
- Opportunities to negotiate.
- Low special order markups.
- Wide selection of EPPs.
- Savings opportunities in specific categories.

## Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies
4. Local public libraries, public school districts and charter schools;
5. Public Hospitals, owned by the Commonwealth;
6. Public institutions of high education
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Purchase Options

**Purchase Options:** Most purchases made through this contract will be direct, outright purchases. Limited leasing or rental of certain items is allowed, and details are available in Appendix A.

## Statewide and Regional Contractors

**This contract includes both statewide and regional awards.** While region numbers are provided for regional contractors in Appendix B, it should be noted that the contract allows regional contractors to cover the territory normally covered by their company rather than limit them to a uniform region structure. For this reason, Eligible Entities should send quote requests to all contractors within a category.

## Pricing and Buying Details

**Referencing the Statewide Contract.** In order to ensure that you receive all the benefits and savings associated with the statewide contract, please **always reference the statewide contract** and the document number (FAC76) when opening an account or placing an order with a contract vendor.

**Price structure.** Contract pricing for products is based on a discount off a price list specified for each category with limited exceptions specifically identified in each price file. Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing, and any published rebates are minimum rebates. It is therefore recommended that Eligible Entities obtain competitive quotes for their purchases.

Prices include delivery except in the following cases:

- **Special Orders:** Any item listed in a contractor’s online or paper catalog or price list with a commercial price or MSRP is not considered a special order and must have FOB destination pricing on the contract. The FOB destination price will be calculated based on the list price or MSRP and the discount percentage for the item category listed in the contractor’s price file on COMMBUYS. This rule will apply to all items, whether in stock or not. Special orders are defined as those for products not listed in the contractor’s online or paper catalog or price list, and for which the contractor does not have a commercial price. By definition, such orders will be specially sourced by the contractor for the Eligible Entity on an individual basis. For those items, the contract price will be calculated based on the item cost (the price charged by the seller of the item), plus the special order markup % listed in the contractor’s price file on COMMBUYS, plus any delivery charges. See “Quotes,” “Invoicing and Cost Reconciliation” and “Returned Goods Policy” for additional information on special orders.
- **Category 1, Home Depot:** Deliveries for orders over \$150.00 are free. The delivery charge is \$20.00 for all deliveries up to \$150.00. Oversize orders requiring special trucks and special orders may be subject to additional delivery charges, which will be identified and negotiated with Eligible Entities prior to any transaction.
- **Category 1, Lowe’s:** Deliveries for orders over \$500.00 within 20 miles are free. The delivery charge is \$20.00 for all deliveries up to \$500.00 and less than 20 miles. For deliveries over 20 miles, an additional \$1.00 charge per mile one way will apply. All charges are one-way (no charge for the mileage back to the store).

**No surcharges.** No transportation, fuel, energy, insurance or any other surcharges will be allowed throughout the duration of the contract(s).

**No pre-payments.** Contractor must not request any form of pre-payments by the Eligible Entity before the service is rendered. For special projects implemented in phases, by mutual agreement of the Eligible Entity and the Contractor, invoices must be issued after each phase is completed to the Eligible Entity’s satisfaction.

**Price files.** Price Files (separate files for each award category) are posted for each contractor as attachments to their contract records on [COMMBUYS](#). Note that each price files includes two or more worksheets.

## Walk-in Sales, Product Pickup and Delivery

**This contract separates walk-in sales (i.e. retail sales without previously placed order) from product pickup at a retail location (i.e. collecting the product after the order has been placed and made available by the contractor to be collected at their location).** Walk-in sales will be available in Category 1 only. In other categories, orders must be placed with the contractor in advance, even if a product pickup option is available.

Contractors are required to deliver an order within two days of it being placed, but in most cases, next-day product delivery will be available for in-stock items. See the “Cover Sheet” of each contractor’s Price File for each contractor and category for delivery timeframes.

If an item is out of stock or requires a special order, the Contractor must make every effort to supply the ordered item within the original delivery timeframe. If such arrangements cannot be made, the Contractor must inform the Eligible Entity about the estimated delivery time frame and make every effort to have the item delivered as soon as possible.

Late deliveries or deliveries that cannot be made within the above guidelines may be canceled at no cost to the Commonwealth. As an example, an Eligible Entity may refuse or cancel delivery of a product if it cannot be delivered by the last day of the fiscal year when it was ordered.

## Quotes

**While Eligible Entities are not required to obtain multiple quotes under this contract, OSD strongly encourages multiple quotes for orders with value over \$2,500.** It is recommended that **all** contractors within each category, statewide and regional, be sent requests for quote.

Contractors must respond to requests for quotation within one business day and provide quotations within three business days from the original request unless otherwise negotiated with the Eligible Entity. Quotes must be provided free of charge, must be valid for no less than two business days, and should include expiration dates or the number of days the quotes are valid starting from the date of issuance.

Quotes must be itemized to reflect contract price for each item. When contract price is calculated using a markup over product cost, the quote must include product cost, markup percentage equal to or lower to the one agreed upon for the product category, the contract product price, and any other charges. If an item cannot be delivered within the time frame required by this contract, the quote must contain the estimated delivery time frame for delivering the item.

In the rare cases where the contract allows for shipping or delivery charges to be separated from the product price, those charges must be included in the quote and may not be marked up by more than 1%. Upon delivery or at the time of billing, shipping / delivery cost documentation must be provided at the Eligible Entity’s request.

Quotes for special order items must comply with the requirements above and include any manufacturer restocking fees, subject to RFR Section 3.1.3, Returned Goods Policy, as well as any essential information on the manufacturer’s product return policy, including but not limited to the product time frame.

Eligible Entities may issue quotes that include partial order delivery and payment. It is the Contractor’s responsibility to reach an agreement with the Eligible Entity regarding the period over which the full order will be delivered at the price quoted. In the absence of such an agreement, this period will be equal to one year from the date the Contractor issued the quote. If the Eligible

Entity has not taken delivery of the full order at the end of the agreed-upon period or by the anniversary of the date the original quote was issued, the Contractor may:

- Make a reasonable adjustment to the product price and invoice for future deliveries at the new price,
- Cancel the quote and, in the case of special orders, invoice the Eligible Entity for returning the remaining product quantity to the manufacturer as outlined in RFR Section 3.1.3, Returned Goods Policy. If it is not possible to return the product to the manufacturer, the Contractor may charge the Eligible Entity a restocking fee not to exceed 50% of the extended price of the remaining product quantity at the originally quoted price.

## Negotiation

**All pricing on this contract is “ceiling” or “not-to-exceed” pricing.** Eligible Entities have the right to negotiate pricing or other aspects of purchases within the scope of the contract, including delivery charges (if any), training, warranty and other provisions. Eligible Entities may negotiate with winners of the quotation process to further enhance the value of the deal.

## Invoicing/Cost Reconciliation

Contractors' invoices must be itemized to reflect contract pricing for each item. When contract price is calculated using a markup over product cost, the invoice must include product cost, markup percentage equal to or lower to the one agreed upon for the product category, the contract product price, and any other charges.

The following general principles must apply:

- At the time of shipment, the Eligible Entity must be aware of any possible cost changes. The Eligible Entity will have the right not to pay any charges they did not agree to.
- If the list price changes between the time of quotation and order, the final invoice must reflect the changed list price, contract discount, and updated contract product price. If the list price changes after the order has been placed, the Eligible Entities will accept no changes to the quoted product prices.
- Subject to RFR Section 3.1.3, Returned Goods Policy, Contractors may pass manufacturer restocking fees, and third-party delivery or shipping charges to and from the Contractor's or the Eligible Entity's facility, to the Eligible Entity. Those charges will not be subject to the State Contract Administration fee and cannot be marked up.

## Returned Goods Policy

The Bidder's returned goods policy must allow for the return of unused products normally stocked by the Contractor, within 90 days of delivery, free of charge including transportation back to the Contractor's facility, in cases when:

- The wrong item was ordered,
- Product that was not ordered was delivered;
- Unopened product is being returned in the same condition as received for any reason;
- Product performance, appearance or other attributes do not meet the Eligible Entity's requirements.

For special order items ordered at the request of the Eligible Entity, the manufacturer's returned goods policy, including product return deadline, will apply. Contractors are required to supply the



manufacturer's written return policy to the Eligible Entity at the time of product delivery. If product return is requested, Contractors will be allowed to pass the manufacturer's restocking fee, and any third-party shipping or delivery charges for transporting the item to and from the Contractor's or Eligible Entity's facility, to the Eligible Entity. These charges may not be marked up and will not be subject to the State Contract Administration Fee. The Eligible Entity must be provided documentation of the restocking charge and shipping or delivery charges upon their request. If the wrong products are ordered based on the Contractor's recommendation, no charge will be assessed to the Eligible Entity regardless of whether the product was special ordered or not.

### **"Installed Product" Sales**

While not available for the vast majority of the products covered by this contract, it provides for the sale of several specific product groups with the installation service included. Product groups covered by this service are included in Appendix A. Such sales may not include \$10,000 per project and must comply with the following additional specifications. The intent of this purchase option is not to replace the existing statewide contracts for tradesperson services, but to provide a cost-effective convenience service for a limited number of products. Performance of work outside the product groups designated by the contract shall be subject to the same penalties as the sale of products excluded from the contract.

**Construction Law Compliance.** All work performed under this contract must comply with the Massachusetts construction laws. No quote for installed product shall exceed \$10,000. Eligible Entities will be required to issue separate solicitations outside of Statewide Contract FAC76 for any projects estimated to cost over \$10,000.

**Prevailing Wage.** All or part of the service(s) available under this RFR and resulting contracts may require the payment of prevailing wages pursuant to G.L. c. 149, Sections 26 through 27D (construction); Section 27F (trucks, vehicles and other equipment performing public works functions (non-construction); Section 27G (moving office furniture) and 27H (state cleaning contracts). The awarding authority has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). If this is a statewide contract or department contract that can be used by other eligible public entities, then any such eligible public entity that uses the contract will be considered the "awarding authority" and must also request a prevailing wage schedule at the time of the engagement of the contractor for specific services. In addition, bidders and proposers must agree to comply with the Prevailing Wage Law, as administered by the DLS. Questions regarding the Prevailing Wage Law may be answered by accessing the [DLS website](#) at or by calling the DLS Prevailing Wage Program at (617) 626-6953.

**Contractor Licenses.** The Contractor and its personnel performing work under this contract must possess all the necessary licenses and qualifications required to perform the work required under this contract.

**Safety Policies and Personal Protective Equipment.** The Contractor must ensure that all parties involved in supplying and installing products under this contract observe the applicable safety policies and are trained on safe work practices, job hazards, and applicable Eligible Entity standard operating procedures.

The Contractor is responsible for ensuring the safety of their staff by providing the necessary Personal Protective Equipment (PPE). Whenever required, Contractor staff must wear and have PPE in their possession.

### Purchase of Construction Materials without Labor

**Some purchases** under this contract may fall into the category of Construction Materials without Labor Procurements governed by MGL Chapter 30 Section 39M. To determine whether to use the statewide contract or issue your own procurement under Chapter 30 Section 39M, please follow the following guidelines:

- **The statewide contract should be used if the products are being purchased and/or stocked for:**
  - Use by in-house staff (i.e. no hired labor is used).
  - Multiple projects where hired labor may be used, if the purchase does not limit the pool of installers or other trades persons that can be involved (i.e. the brand of the product being purchased does not limit the pool of installers only to those who are certified by the brand manufacturer). Installation labor must be procured through a separate solicitation in accordance with applicable construction laws.
- **The contract may be used (but is not required) for projects with total estimated value of less than \$10,000 in cases of:**
  - A single construction / installation project by a hired installer.
  - Multiple projects where hired labor may be used, if the purchase limits the pool of installers or other trades persons that may be involved (i.e. where the installers are required to be “manufacturer certified,” etc.).

### Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a zero dollar line item catalog and punchout catalog in COMMBUYS.

Vendors assigned a unique Master Blanket Purchase Order contain price lists located in the attachments tab on each Master Blanket Purchase Order.

These vendors have a catalog line for each contract category awarded.

#### How to place an order

##### Punchout:

Punchouts are COMMBUYS connections developed with specific sellers that allow buyers to ‘punchout’ to a seller’s online shopping website to search for and choose the desired items. Once items are selected, the buyer transfers these items to COMMBUYS to start a release requisition. Use of a punch-out is covered in more detail in the Job Aid [“Purchase from a Vendor Online Punchout G2B Catalog”](#) on [Job Aids for Purchasers](#).

Please see below for the list of contractors who currently have Punchout Catalogs:

- Grainger

- Fastenal
- MSC Industrial Supply
- A&A Industrial Supply
- Motion Industries Inc
- Home Depot USA Inc
- Graybar
- Granite City Electric Supply
- Northeast Electrical Distributors
- FW Webb Company
- Ferguson Enterprises
- Kaufman Company
- Standrad Electric, a Div. of US Electrical Service

### Master Blanket Purchase Order:

Once a quote is obtained and/or a product and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use FAC76) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter the total price
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

Please see below for the list of contractors:

Contract/Blanket #	Description	Vendor Name
<a href="#">C130334-vCurrent</a>	FAC76	Conversion Vendor-contains attachments that apply to the contract award
<a href="#">PO-14-1080-OSD01-OSD10-00000000368</a>	FAC76	Carr Hardware and Supply
<a href="#">PO-14-1080-OSD01-OSD10-00000000369</a>	FAC76	Curtis-Newton Corporation
<a href="#">PO-14-1080-OSD01-OSD10-00000000372</a>	FAC76	F.W.Webb Company
<a href="#">PO-14-1080-OSD01-OSD10-00000000374</a>	FAC76	Design-Build Solutions, Inc.
<a href="#">PO-14-1080-OSD01-OSD10-00000000378</a>	FAC76	FRANK P. McCARTIN CO., INC.
<a href="#">PO-14-1080-OSD01-OSD10-00000000379</a>	FAC76	Fred Davis Corporation
<a href="#">PO-14-1080-OSD01-OSD10-00000000384</a>	FAC76	Graybar Electric Company Inc.
<a href="#">PO-14-1080-OSD01-OSD10-00000000391</a>	FAC76	Jackson Lumber & Millwork
<a href="#">PO-14-1080-OSD01-OSD10-00000000392</a>	FAC76	Kaufman Company
<a href="#">PO-14-1080-OSD01-OSD10-00000000393</a>	FAC76	Lowe's Home Centers, LLC
<a href="#">PO-14-1080-OSD01-OSD10-00000000394</a>	FAC76	METROPOLITAN PIPE & SUPPLY
<a href="#">PO-14-1080-OSD01-OSD10-00000000395</a>	FAC76	Motion Industries Inc
<a href="#">PO-14-1080-OSD01-OSD10-00000000397</a>	FAC76	Plumbers' Supply Company
<a href="#">PO-14-1080-OSD01-OSD10-00000000398</a>	FAC76	Premier Supply Group



Contract/Blanket #	Description	Vendor Name
<a href="#">PO-14-1080-OSD01-OSD10-00000000399</a>	FAC76	RICHMOND HARDWARE & PAINT
<a href="#">PO-14-1080-OSD01-OSD10-00000000400</a>	FAC76	Shepley Wood Products Inc
<a href="#">PO-14-1080-OSD01-OSD10-00000000401</a>	FAC76	NorthEast Electrical Distributors
<a href="#">PO-14-1080-OSD01-OSD10-00000000402</a>	FAC76	Standard Electric, a Div. of US Electrical Service
<a href="#">PO-15-1080-OSD01-OSD10-000000004572</a>	FAC76 Supplyworks	SupplyWorks
<a href="#">PO-16-1080-OSD03-SRC02-000000005396</a>	FAC76 MRO WW Grainger Zero Line Item	Grainger
<a href="#">PO-16-1080-OSD03-SRC02-000000005684</a>	FAC76	Electrical Wholesalers Inc., a Div. of US Electrical Service
<a href="#">PO-16-1080-OSD03-SRC02-000000005697</a>	FAC76 MRO Quotes	Conversion Vendor 1. All awarded vendors are listed under this PO - click on "Distributors" tab for list. 2. Use this MBPO when obtaining at least three (3) quotes. 3. Once a decision is made go directly to the PO assigned to the awarded vendor to place order.
<a href="#">PO-16-1080-OSD03-SRC02-000000005698</a>	FAC76 MRO Special Order	Conversion Vendor 1. All awarded vendors for this category are listed under this PO - click on "Distributors" tab for list. 2. Use this MBPO when obtaining at least three (3) quotes. 3. Once a decision is made go directly to the PO assigned to the awarded vendor to place order.

### **Where to Find complete FAC76 contract information on COMMBUYS:**

If full statewide contracts details are required please refer to FAC76 files listed under the Conversion Vendor "**vCurrent**" link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

## **Strategic Sourcing Services Team Members**

Team Member	Department	Email
Charles Tuttle	DOER	Charles.Tuttle@MassMail.State.ma.us
Maureen Barends	OSD	maureen.barends@state.ma.us
Donald Staffiere	DOC	DRStaffiere@doc.state.ma.us

## **Vendor List and Contact Information**

Vendor	Contact	Phone Number	Email
A and A Industrial Supply / ALBECO Fastener, Inc.	Ted Morang, Sr.	978-851-3226	<a href="mailto:Ted@4ALBECO.com">Ted@4ALBECO.com</a>
Carr Hardware and Supply	Bart Raser	413-443-5611x11	<a href="mailto:bart@carrhardware.com">bart@carrhardware.com</a>
Curtis-Newton Corporation	Bob Naughton	781-461-6000	<a href="mailto:bob@curtisnewtonlumber.com">bob@curtisnewtonlumber.com</a>
Design-Built Solutions (dba Garland)	Frank Percaciant	216-430-3693	<a href="mailto:fpercaciant@garlandind.com">fpercaciant@garlandind.com</a>
Electrical Wholesalers Inc. (Div. of USESI)	Chuck Neary	781-297-5666	<a href="mailto:c.neary@ew-inc.com">c.neary@ew-inc.com</a>
F.W. Webb Company	Dean Plouffe	781-272-6600 x106	<a href="mailto:dean@fwwebb.com">dean@fwwebb.com</a>

Vendor	Contact	Phone Number	Email
Fastenal	Monica Nelton	507-313-7633	<a href="mailto:mnelton@fastenal.com">mnelton@fastenal.com</a>
Ferguson Enterprises	Tom Pagliarulo	781-592-1200	<a href="mailto:tom.pagliarulo@ferguson.com">tom.pagliarulo@ferguson.com</a>
Frank P. McCartin Co., Inc.	David McCartin	978-454-9101	<a href="mailto:DAVEM@GOINDUSTRIALSUPPLIES.COM">DAVEM@GOINDUSTRIALSUPPLIES.COM</a>
Fred Davis Corporation	Lisa Legendre	800-497-2970	<a href="mailto:info@freddaviscorp.com">info@freddaviscorp.com</a>
Grainger	Maureen Grillo	978-502-5798	<a href="mailto:maureen.grillo@grainger.com">maureen.grillo@grainger.com</a>
Granite City Electric Supply	Paul Knox	617-769-4697	<a href="mailto:Paul.Knox@granitecityelectric.com">Paul.Knox@granitecityelectric.com</a>
Graybar	Michael Teahan	617-721-4041	<a href="mailto:Michael.Teahan@graybar.com">Michael.Teahan@graybar.com</a>
Home Depot U.S.A., Inc.	Rich Nyberg	866-589-0690	<a href="mailto:richard_nyberg@homedepot.com">richard_nyberg@homedepot.com</a>
Jackson Lumber & Millwork	Thomas Zappala	978-689-1056	<a href="mailto:tzappala@jacksonlumber.com">tzappala@jacksonlumber.com</a>
Kaufman Company	Dan Clark	617-491-5500	<a href="mailto:danc@kaufmanco.com">danc@kaufmanco.com</a>
Lowe's Home Centers, Inc	Jean Crawford	704-758-2676	<a href="mailto:jean.crawford-1@lowes.com">jean.crawford-1@lowes.com</a>
Metropolitan Pipe & Supply	James O'Brien	617-492-6400x257	<a href="mailto:OBRJIM@METPIPE.COM">OBRJIM@METPIPE.COM</a>
Motion Industries Inc	Mike Fitzsimmons	718-376-5850	<a href="mailto:mike.fitzsimmons@motion-ind.com">mike.fitzsimmons@motion-ind.com</a>
MSC Industrial Supply	Mike O'Connor	781-608-1649	<a href="mailto:oconnorm@mscdirect.com">oconnorm@mscdirect.com</a>
Plumbers' Supply Company	Kevin Jones	508-985-4966	<a href="mailto:bjones@plumberssupplyco.com">bjones@plumberssupplyco.com</a>
Premier Supply Group	David Teece	413-732-4420	<a href="mailto:quotes@psqne.com">quotes@psqne.com</a>
Richmond Hardware & Paint	Robert Seery	781-843-0066	<a href="mailto:Rob.Seery@verizon.net">Rob.Seery@verizon.net</a>
Shepley Wood Products Inc	Tony Shepley	508-862-6200	<a href="mailto:tshepley@shepleywood.com">tshepley@shepleywood.com</a>
Sonepar Distribution US Inc. DBA NorthEast Electric Distribution	Ed Slowe	781-401-8511	<a href="mailto:Ed.Slowe@needco.com">Ed.Slowe@needco.com</a>
Standard Electric (Div. of USESI) with sub Hampden/Zimmerman Electric	William Smith	978-988-3193	<a href="mailto:wsmith@standardelectric.com">wsmith@standardelectric.com</a>
Supplyworks	Mike Aten	781-589-8355	<a href="mailto:Mike.Aten@supplyworks.com">Mike.Aten@supplyworks.com</a>

## Appendix A, Summary of FAC76 Categories and Specifications

### Products Excluded from FAC76

The sale of the following product groups is prohibited for all Contractors under this contract because they are covered by other statewide contracts:

Excluded from FAC76	Should be Purchased from
Audio, video and studio production and presentation equipment;	OFF40
Body armor vests;	LAW14
Bottled water;	GRO34
Clothing, uniforms, footwear, accessories and hygiene supplies that are not personal protective equipment or safety supplies;	CLT07
Commercial / institutional kitchen equipment;	GRO29
Foodservice supplies, including disposable and biodegradable plates, cutlery and other items;	GRO29
Photocopiers, fax machines, printers, multifunction devices and other imaging equipment and supplies;	OFF32
IT Hardware, such as desktop, laptops, tablets, servers and storage;	ITC49
Green Cleaning: Janitorial chemicals and equipment*	FAC85
Landscaping and Outdoor Application Products, except items available in stock in Category 1 stores on FAC76.	FAC79
Office, art and school supplies;	OFF35 (Art and School Supplies) OFF36 (Office Supplies)
Playground equipment and structures;	FAC79
Pharmaceuticals, laboratory and medical commodities, except personal protection equipment and other safety products;	FIR04 (EMT Supplies) HSP40 (Medical Commodities)
Security surveillance and access control systems;	FAC64
Passenger and utility vehicles;	OVM10
Professional-grade two-way radio systems, equipment and services, including but not limited to trunking and Project 25, conventional radio systems, marine radios, public safety paging systems, fixed mobile data and automatic vehicle location systems, and other similar equipment;	ITT57

Excluded from FAC76	Should be Purchased from
Tractors, lawn and ground and farm equipment over 30 hp;	FAC88
Vehicle parts and tires;	VEH96(Vehicle Parts) VEH97 (Tires)

\* See information on “Janitorial and Related Products” below.

### Janitorial and Related Products

This contracts overlaps with the statewide contract for Environmentally Preferable Cleaning Products, FAC85. The following must be purchased from FAC85;

Products	Guidance
<b>Cleaning Chemicals</b>	Commercial / institutional cleaning chemicals (i.e. general purpose, glass, toilet, carpet cleaners, floor finish and floor finish remover, etc.) are not available on FAC76 and must be purchased from FAC85. Industrial cleaning products (i.e. degreasers, parts washers, etc.) are available from FAC76.
<b>Cleaning Equipment (e.g. floor burnishes, washers, vacuums, etc.)</b>	These products are not available from FAC76 and must be purchased from FAC85.
<b>Cleaning Supplies (e.g. mop buckets, spray bottles, cleaning cloths, etc.)</b>	These products should be purchased from FAC85, and FAC76 (Categories 1 and 3) should only be used to procure items not available on FAC85.
<b>Dishwasher Detergents</b>	These products should be purchased from FAC85, and FAC76 (Categories 1 and 3) should only be used to procure items not available on FAC85.
<b>Disinfectants</b>	These products should be purchased from FAC85 and FAC76 (Categories 1 and 3) should only be used to procure items not available on FAC85.
<b>Laundry Detergents</b>	These products should be purchased from FAC85, and FAC76 (Categories 1 and 3) should only be used to procure items not available on FAC85.
<b>Paper Towels</b>	These products are not available from FAC76 and must be purchased from FAC85.
<b>Toilet Tissue</b>	These products are not available from FAC76 and must be purchased from FAC85.
<b>Trash Liners</b>	These products are not available from FAC76

Products	Guidance
	and must be purchased from FAC85.

### Guidance on Other Product Groups

The following list addresses questions regarding specific products asked by Eligible Entities:

Products	Guidance
<b>Batteries</b>	Alkaline and rechargeable batteries are available in all FAC76 categories.
<b>Emergency Medical Technician (EMT) Supplies</b>	EMT supplies are not available on FAC76 and must be purchased from FIR04 or medical commodity contracts.
<b>Generators</b>	Portable generators of all sizes are available on FAC76. Generators requiring installation are not available and must be procured through a separate solicitation.
<b>Personal care items and kits</b>	These products are not available from FAC76 and must be purchased from CLT07.
<b>Recycling Containers</b>	Desk-side and other trash containers are available on FAC76 (Categories 1 or 3). Eligible Entities should use FAC87designatedDEP for wheeled carts, compost bins, roll-offs and other larger containers.
<b>Rentals</b>	Equipment rental is limited to equipment available in stores for FAC76 Category 1, and to portable generators for FAC76 Category 3.
<b>Trash Containers</b>	Desk-side and other trash containers are available on FAC76 (Categories 1 or 3). Eligible Entities should use FAC87designatedDEP for wheeled carts, compost bins, roll-offs and other larger containers.

## Categories and Specifications (Appendix A, continued)

This contract is divided into categories, each of which includes several product types. The table below defines, for each contract category, required product types as well as product types that are explicitly excluded. Contractors are allowed to sell products outside the required product types for their category as long as all of the following criteria are met: (a) the product falls into the general scope of the contract, (b) the product is related to the category in which the Contractor was awarded, and (c) the product is not specifically excluded in this document.

	Category 1 Walk-In Building Materials and Supplies	Category 2 Electrical and Lighting Products and Supplies	Category 3 Industrial and Commercial Products and Supplies	Category 4 Plumbing and Heating Products and Supplies	Category 5 HVAC and Refrigeration Products and Supplies	Category 6 LED Roadway and Outdoor Area Lighting	Category 7 Specialty Products
<i>Acquisition Methods</i>	<ul style="list-style-type: none"> <li>• Outright Purchase</li> <li>• Rental</li> </ul>	<ul style="list-style-type: none"> <li>• Outright Purchase</li> <li>• Leasing</li> </ul>	<ul style="list-style-type: none"> <li>• Outright Purchase</li> <li>• Rental</li> </ul>	<ul style="list-style-type: none"> <li>• Outright Purchase</li> <li>• Rental</li> </ul>	<ul style="list-style-type: none"> <li>• Outright Purchase</li> <li>• Rental</li> </ul>	<ul style="list-style-type: none"> <li>• Outright Purchase</li> <li>• Leasing</li> </ul>	<ul style="list-style-type: none"> <li>• Outright Purchase</li> </ul>
<i>Basis for Pricing</i>	% off <b>commercial pricing or MSRP</b> , whichever is lower	% off Column 3 of <b>Trade Service</b> (TRA-SER) online database	% off <b>commercial pricing or MSRP</b> , whichever is lower	% off "List Price" column of <b>Trade Service</b> (TRA-SER) online database	% off "List Price" column of <b>Trade Service</b> (TRA-SER) online database	% off <b>commercial pricing or MSRP</b> , whichever is lower	% off <b>commercial pricing or MSRP</b> , whichever is lower
<i>Required Product Types</i>	<ul style="list-style-type: none"> <li>• Floor, Wall &amp; Ceiling Materials</li> <li>• Lumber and Millwork</li> <li>• Hardware</li> <li>• Home Décor</li> <li>• Paint &amp; Supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Ballasts</li> <li>• Circuit Protection</li> <li>• Conduit and Fittings</li> <li>• Controls</li> <li>• Enclosures</li> <li>• Lamps</li> <li>• Light Fixtures</li> <li>• Power Quality and Data Communication</li> <li>• Starters and Contractors</li> <li>• Wire and Cable</li> <li>• Wire Management</li> <li>• Wiring Devices</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Products</li> <li>• Material Handling and Storage</li> <li>• Power Tools</li> <li>• Metal Working</li> <li>• Hand Tools</li> <li>• Motors</li> <li>• Fluid Power</li> <li>• Power Transmission</li> </ul>	<ul style="list-style-type: none"> <li>• Pipe, Valves, Fittings</li> <li>• Plumbing</li> <li>• Pumps</li> <li>• Water Conservation Products</li> </ul>	<ul style="list-style-type: none"> <li>• Air Circulators, Filters and Treatment</li> <li>• Blowers</li> <li>• Central Equipment</li> <li>• Controls</li> <li>• Fans</li> <li>• Heating</li> <li>• Industrial / Commercial Fans</li> <li>• Portable Air Conditioning</li> <li>• Portable Heat</li> <li>• Refrigerants</li> <li>• Refrigeration</li> </ul>		<ul style="list-style-type: none"> <li>• <b>A.</b> Compact Fluorescent and LED Lighting</li> <li>• <b>B.</b> Dimensional Plastic Lumber, Landscape Timbers, Fencing, Railing, and Decking</li> <li>• <b>C.</b> Sustainably Grown and Harvested Wood</li> <li>• <b>D.</b> Sustainable Roofing Materials</li> <li>• <b>E.</b> Reprocessed Paint</li> <li>• <b>F.</b> Non-Chloride Deicing Chemicals</li> <li>• <b>G.</b> Other Environmentally Preferable MRO Products</li> </ul>



## Categories and Specifications (continued)

	Category 1 Walk-In Building Materials and Supplies	Category 2 Electrical and Lighting Products and Supplies	Category 3 Industrial and Commercial Products and Supplies	Category 4 Plumbing and Heating Products and Supplies	Category 5 HVAC and Refrigeration Products and Supplies	Category 6 LED Roadway and Outdoor Area Lighting	Category 7 Specialty Products
<i>Excluded</i>	<ul style="list-style-type: none"> <li>Special order items that fall outside of the required product types for this category</li> </ul>	<ul style="list-style-type: none"> <li>Items that fall into the required product groups in other categories.</li> </ul>	<ul style="list-style-type: none"> <li>Product types required under Category 2, Electrical and Lighting Products</li> <li>Product types required under Category 4, Plumbing and Heating Products and Supplies</li> </ul>	<ul style="list-style-type: none"> <li>Product outside of this category.</li> </ul>	<ul style="list-style-type: none"> <li>Product outside of this category.</li> </ul>		<ul style="list-style-type: none"> <li>Any product or product type that the Contractor is not specifically designated to sell under the contract.</li> </ul>
<i>Installed Product Sales under \$10K Limited to</i>	<ul style="list-style-type: none"> <li>Cabinets</li> <li>Counter Tops</li> <li>Doors</li> <li>Windows</li> </ul>	None	None	None	None	None	None
<i>Rental limited to</i>	<ul style="list-style-type: none"> <li>Items available at the Contractor's retail location(s)</li> </ul>	None	<ul style="list-style-type: none"> <li>Portable generators</li> </ul>	None	None	None	None
<i>Leasing limited to</i>	None	<ul style="list-style-type: none"> <li>Outdoor lighting</li> <li>Portable generators</li> </ul>	<ul style="list-style-type: none"> <li>Portable generators</li> </ul>	None	None	<ul style="list-style-type: none"> <li>All lighting products in the category</li> </ul>	None

## Vendor Approved Categories and Regions

Vendor Name	Region	Category #1	Category #2	Category #3	Category #4	Category #5	Category #6	Category #7
A and A Industrial Supply / ALBECO Fastener, Inc.	4			x				
Carr Hardware and Supply	1	x						
Curtis-Newton Corporation	4	x						
Design-Built Solutions (dba Garland)	ALL							7D
Electrical Wholesalers Inc. (Div. of USESI)	ALL		x					
F.W. Webb Company	ALL				x	x		
Fastenal	ALL			x				
Ferguson Enterprises	ALL			x	x			
Frank P. McCartin Co., Inc.	ALL				x			
Fred Davis Corporation	ALL						x	
Grainger	ALL			x				
Granite City Electric Supply	ALL		x					
Graybar	ALL		x				x	
Home Depot U.S.A., Inc.	ALL	x						
Jackson Lumber & Millwork	ALL	x						
Kaufman Company	ALL			x				
Lowe's Home Centers, Inc	ALL	x						
Metropolitan Pipe & Supply	ALL				x			
Motion Industries Inc	ALL			x				
MSC Industrial Supply	ALL			x				
Plumbers' Supply Company	ALL				x	x		
Premier Supply Group	ALL				x			
Richmond Hardware & Paint	4	x						
Shepley Wood Products Inc	4,5	x						

Vendor Name	Region	Category #1	Category #2	Category #3	Category #4	Category #5	Category #6	Category #7
Sonepar Distribution US Inc. DBA NorthEast Electric Distribution	ALL		x					
Standard Electric (Div. of USESI) with sub Hampden/Zimmerman Electric	ALL		x				x	
Supplyworks	ALL			x				

## Appendix C, FAC76 Contract Regions

### Region 1 - Pittsfield

Adams	Egremont	Monterey	Sheffield
Alford	Florida	Montgomery	Shelburne
Ashfield	Goshen	Mount Washington	Stockbridge
Becket	Granville	New Ashford	Tolland
Blandford	Great Barrington	New Marlborough	Tyringham
Buckland	Hancock	North Adams	Washington
Charlemont	Hawley	Otis	West Stockbridge
Cheshire	Heath	Peru	Williamstown
Chester	Hinsdale	Pittsfield	Williamsburg
Chesterfield	Huntington	Plainfield	Windsor
Clarksburg	Lanesborough	Richmond	Worthington
Colrain	Lee	Rowe	
Conway	Lenox	Russell	
Cummington	Middlefield	Sandisfield	
Dalton	Monroe	Savoy	

### Region 2 - Springfield

Agawam	Hadley	Northfield	Ware
Amherst	Hampden	Orange	Warren
Athol	Hardwick	Palmer	Warwick
Barre	Hatfield	Pelham	Wendell
Belchertown	Holland	Petersham	West Brookfield
Bernardston	Holyoke	Phillipston	West Springfield
Brimfield	Leverett	Royalston	Westfield
Chicopee	Leydon	Shutesbury	Westhampton
Deerfield	Longmeadow	South Hadley	Whately
East Hampton	Ludlow	Southampton	Wilbraham
East Longmeadow	Monson	Southwick	Winchendon
Erving	Montague	Springfield	
Gill	New Braintree	Sunderland	
Granby	New Salem	Templeton	
Greenfield	Northampton	Wales	

### Region 3 - Worcester

Acton	Dudley	Lancaster	Northborough	Sudbury
Ashburnham	Dunstable	Leicester	Northbridge	Sutton
Ashby	East Brookfield	Leominster	Oakham	Townsend
Ashland	Fitchburg	Littleton	Oxford	Upton
Auburn	Framingham	Lunenburg	Pepperell	Uxbridge
Ayer	Franklin	Marlborough	Princeton	Wayland
Bellingham	Gardner	Maynard	Rutland	Webster
Berlin	Grafton	Medfield	Sherborn	West Boylston
Blackstone	Groton	Medway	Shirley	Westborough
Bolton	Harvard	Mendon	Shrewsbury	Westford
Boxborough	Holden	Millford	Southborough	Westminster
Boylston	Holliston	Millbury	Southbridge	Worcester
Brookfield	Hopedale	Millis	Spencer	
Charlton	Hopkinton	Millville	Sterling	
Clinton	Hubbardston	Natick	Stow	
Douglas	Hudson	North Brookfield	Sturbridge	

### Region 4 - Boston

Amesbury	Concord	Lynn	Peabody	Waltham
Andover	Danvers	Lynnfield	Quincy	Watertown
Arlington	Dedham	Malden	Randolph	Wellesley
Bedford	Dover	Manchester	Reading	Wenham
Belmont	Dracut	Marblehead	Revere	West Newbury
Beverly	Essex	Medford	Rockport	Weston
Billerica	Everett	Melrose	Rowley	Westwood
Boston	Georgetown	Merrimack	Salem	Weymouth
Boxford	Gloucester	Methuen	Salisbury	Wilmington
Braintree	Groveland	Middleton	Saugus	Winchester
Brookline	Hamilton	Milton	Somerville	Winthrop
Burlington	Haverhill	Nahant	Stoneham	Woburn
Cambridge	Ipswich	Needham	Swampscott	
Canton	Lawrence	Newburyport	Tewksbury	
Carlisle	Lexington	Newton	Topsfield	
Chelmsford	Lincoln	North Andover	Tyngsborough	
Chelsea	Lowell	North Reading	Wakefield	

### **Region 5 - New Bedford**

Abington	Duxbury	Holbrook	Orleans	Wellfleet
Acushnet	East Bridgewater	Hull	Provincetown	West Bridgewater
Attleboro	Easton	Marion	Raynham	Westport
Avon	Fairhaven	Marshfield	Rehoboth	Whitman
Barnstable	Fall River	Mashpee	Rochester	Wrentham
Berkley	Falmouth	Mattapoiset	Rockland	Yarmouth
Bourne	Foxborough	Middleborough	Sandwich	
Brewster	Freetown	New Bedford	Scituate	
Bridgewater	Gosnold	Norfolk	Seekonk	
Brockton	Halifax	North Attleborough	Sharon	
Carver	Hanover	Norton	Somerset	
Chatham	Hanson	Norwell	Stoughton	
Cohasset	Harwich	Norwood	Swansea	
Dartmouth	Hingham	Pembroke	Taunton	
Dennis	Kingston	Plainville	Truro	
Dighton	Lakeville	Plymouth	Walpole	
Eastham	Mansfield	Plympton	Wareham	

### **Region 6 - Islands**

Chilmark	Gay Head	Oak Bluffs	West Tisbury
Edgartown	Nantucket	Tisbury	